

## Community Preservation Committee

Sept. 25, 2025

Meeting called to order at 7:03 PM

The meeting was held remotely.

Members Present: Matteo Pangallo, Rita Farrell, Allen Hanson, Henry Geddes, Clif Read,

Members Absent: Beth Willson, Elaine Puleo,

1. Review and vote on minutes of June 5, 2025 meeting

Motion to approve: Farrell, second Geddes

Hanson aye, Farrell aye, Geddes aye, Read aye, Pangallo aye

Motion passes

2. Updates on CPA Projects

High School Track Project – Work is finishing up and should be completed by late October.

Cemetery Project – The contactor has been out working on headstones and the project is on schedule.

Invasives Removal – Permitting process has wrapped up and the removal work will begin soon. The project is on schedule.

South Brook Project – The project is a little behind schedule at this point.

West Quabbin Conservation Area – The parking lot has been completed. Currently there are no trails on the tract but the CPC may receive a funding proposal for trail creation at some point in the future.

Lake Wyola Dam – The CPC grant was successful in leveraging a state grant for the engineering and design of the dam. Once this phase is done, there will likely be a CPA grant application to share in costs of the dam repair.

Guideboard – A contractor, Dean Excavation of Bernardston, has been selected and a date for pouring the foundation is being negotiated for sometime this fall.

3. October 16<sup>th</sup> Public Hearing – Based on last year's hybrid meeting which only had one individual attend in person, this year's hearing will be held remotely. Farrell suggested mentioning the hearing during announcements at the Special Town Meeting on Sept 30 to increase publicity about the meeting.
4. Grant Recipients Guidelines – Pangallo shared feedback from some recipients who suggested providing information about next steps and what to expect, how to access funds, etc. once a project, has been approved by Town Meeting. Pangallo will draft a document which will be shared with the CPC at an upcoming meeting for comment and feedback.

Pangallo would like to remove the requirement for CPA grant applications to be submitted as paper copies. Members were supportive of this change. Farrell noted that electronic submissions should receive acknowledgement of receipt of the application with date and time noted.

5. CPA Funding for Affordable Housing Staff – Pangallo has been in touch with Franklin Regional Council of Governments (FRCOG) staff member Maria Kurtz. Shutesbury, Leverett and Shelburne Falls are all interested in possible use of CPA funds to share a housing coordinator position. Kurtz is willing to attend the CPC Oct 16<sup>th</sup> meeting to discuss this issue. FRCOG has applied for a planning grant which would help defray costs to the towns for a shared position. Grants will be announced on September 30<sup>th</sup>. Pangallo has confirmed that CPC can recommend funds for such a position.
6. Unanticipated Business – Farrell mentioned the Select Board is recommending that Annual Town Meeting be moved to the second Saturday in May. A committee has been formed to study the repurposing of the current library building once the new building is done and the move has been completed. This potential change in date would give the committee more time to develop a possible CPA grant application.
7. Adjourn - Motion to adjourn by Farrell, Hanson second  
Hanson aye, Farrell aye, Geddes aye, Read aye, Pangallo aye  
Motion passes

Meeting adjourned at 7:32pm

**Shutesbury Community Preservation Committee  
Proposed Calendar for FY2026**

October 16, 2025	Public hearing about Community Preservation Plan Meeting to update Community Preservation Plan, DoEs, and Application
October 17, 2025	Town-wide & all-committee emails and press release inviting applications
November 20, 2025	Meeting to address questions from potential DoE submitters
December 8, 2025	Deadline for DoEs
December 18, 2025	Meeting to discuss and vote on DoEs
January 15, 2026	Meeting to address questions from potential applicants
February 9, 2026	Deadline for Applications
February 19, 2026	Meeting to ask questions of Applicants
March 19, 2026	Meeting to discuss and vote on Applications
April 2, 2026	Meeting to draft and vote on warrant articles
May 7, 2026	Meeting to draft and vote on grant agreements